

INTRODUCTION

I. Policy

The purpose of this manual is to set forth those policies and procedures established to govern and to implement all aspects of Information Technology related to the City of Cottonwood.

II. Responsibilities

The underlying philosophy is that the Information Technology Manager with concurrence of the City Manager is charged with implementing the Information Technology policies of the City Council.

III. Amendments

This document is prepared in section, by subject, with the intention of revision. The top right hand corner of each page will reflect the most recent revision to this manual, and the effective date of such revision.

IV. Comments/Clarification of Policy

For any comments regarding this policy manual or any questions requiring a clarification of a policy or procedure, please address all such questions to the Information Technology Manager.